



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEEEO (690-700)

19 OCT 1993

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS
COMMANDERS AND DIRECTORS, LABORATORIES
DIRECTOR, HECSA

SUBJECT: Equal Employment Opportunity (EEO) Training

1. Reference my EEO and Sexual Harassment Policy statements, HQ USACE/CEEEO, 3 June 1993. I strongly endorse the Department of Army's policy outlined in the enclosed memorandum.

2. Accordingly, all civilian and military members should be provided annual training in EEO program requirements, e.g., prevention of sexual harassment (POSH), affirmative action and special emphasis programs, complaints resolution process, and/or other EEO-related topics. To meet this goal, commanders will ensure that the following guidelines and responsibilities are met:

a. Annual EEO training will be based on the needs of the organization.

b. Initial orientations for newly appointed Corps managers, supervisors and non-supervisory members will include an overview of EEO program policies and requirements.

c. All new members should receive Army's POSH training within 90 days of appointment. Members in their first supervisory or managerial position should receive POSH training for supervisors during the first 90 days of the probationary period. Refresher training is appropriate.

d. POSH training will be reported in accordance with Corps memorandum, CEEEO-P, 15 August 1989, subject: Reporting of Prevention of Sexual Harassment Training.

3. I solicit your support in this important endeavor.

Encl

Arthur E. Williams
ARTHUR E. WILLIAMS
Lieutenant General, USA
Commanding